

APPENDIX D

GENERATING A CGMS MESSAGE

New Report Options		Statistical Database Options		HQ Functions		General	
Add New	Edit Pending	View Mishaps Reports	Search Mishaps	Review Pending	Log Off		
Delete Pending	Submit Changes	Advanced Search	Abbreviated Report	Delete Pending	Home		
				Edit Approved	Account Functions		
				Delete Approved	Admin Functions		

Final Review

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HQ Review | RATS | Spell Check | Finish

Mishap Summary

On Duty Injuries	1	CG Owned Parts/Materials	\$0.00	Submit Report to Command Level Reviewer
Off Duty Injuries	0	CG Man Hours (Cost)	\$0.00	
Personnel Hospitalized	1	Commercial Repairs	\$0.00	
Days Hospitalized	13	Non CG Property Damage	\$0.00	
Lost Work Days	12	Auxiliary Property/Materials	\$0.00	
Restricted Work Days	23	Total Damage Cost	\$0.00	

Note:
This Mishap was determined to be Class A because at least one personnel was listed as a fatality.

General | Aircrew Information | Narrative/Comments | Property Damage | Medical | HQ Review | RATS | Spell Check | Finish

Submit Report to Command Level Reviewer
Preview/Generate Message for Dissemination
Submit Report to AVIATRS Database

Preview/Generate a Mishap Message. Use this button to generate a mishap message in CGMS. Follow the instructions on the screen and use CGMS to actually create and release a message.

The functions on this page can be used at anytime and as many times, as long as the record has not been submitted to the Database. The first two options can be used without all fields being entered.

SMALL BOAT MISHAPS. The system will ask if there was a small boat involved and will automatically add AIG 4934, if YES is selected.

NOTE: If you click yes and include the small boat AIG, be sure the small boat field is filled in on the **GENERAL INFORMATION PAGE**.

Final Review

AVIATRS MISHAP MESSAGE - Microsoft Internet Explorer provided by HSC (1)

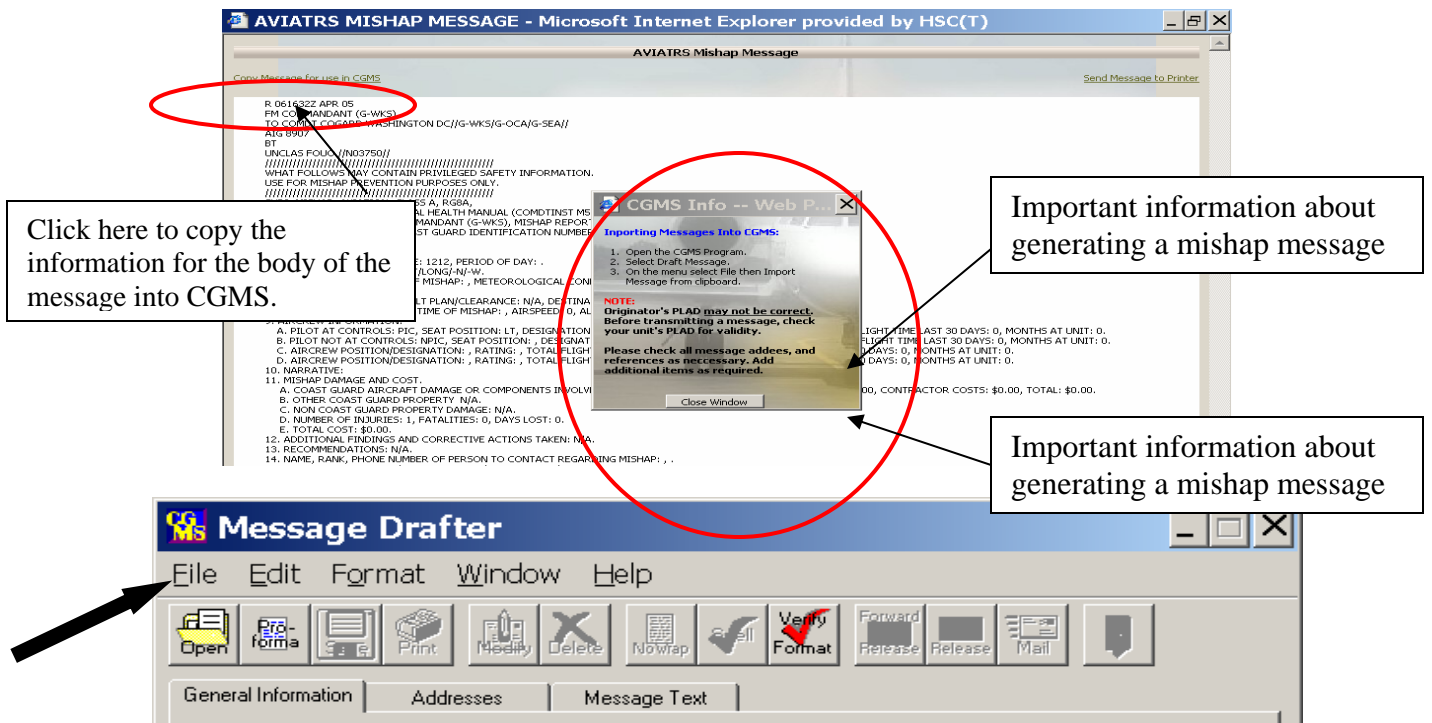
VBScript: Mishap Information

Did this Mishap involve small boats or hoisting operations?

Yes No

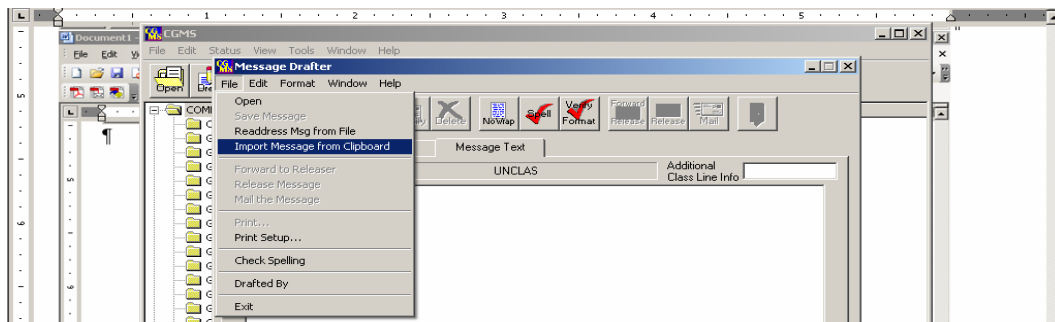
The “small boat” prompt will appear each time you click on Preview/Generate.

NOTE: CGMS Message must be generated **BEFORE** submitting mishap reports to the database.

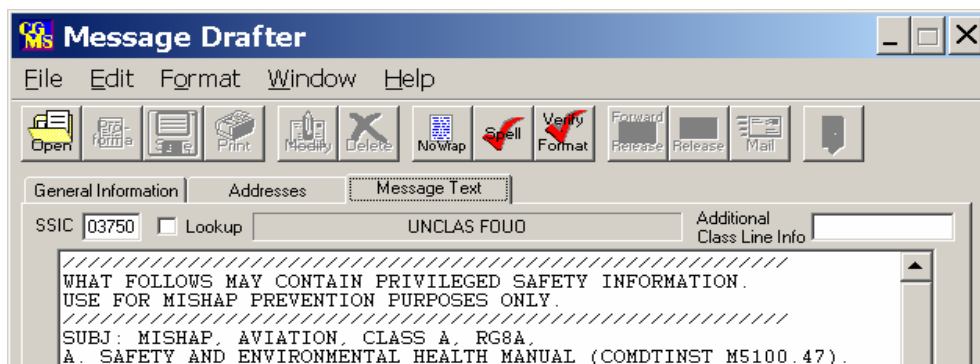


Open **CGMS MESSAGE DRAFTER** and click on **FILE**.

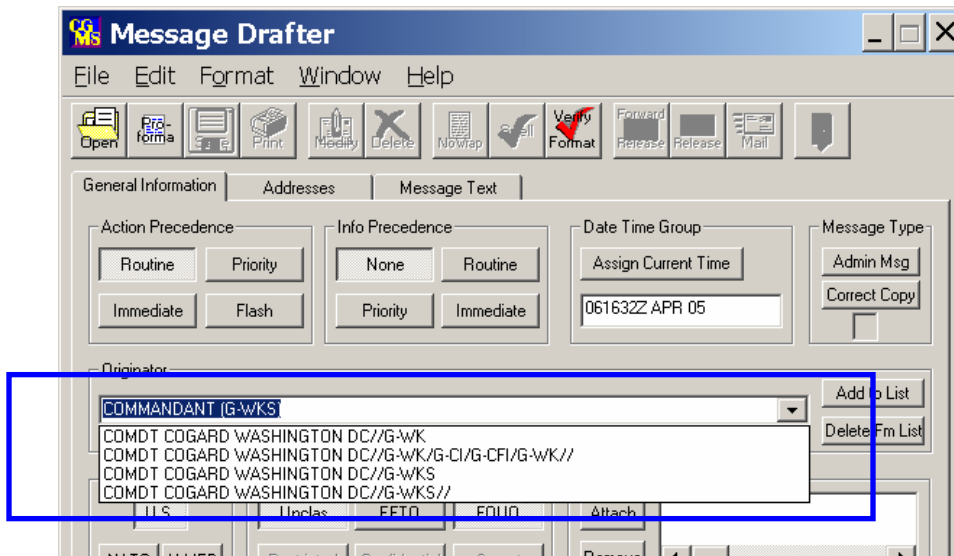
Click on **Import Message from Clipboard** to import the text data from **E-AVIATRS**.



NOTE: ONLY the message text is imported! Basic message information, references and addresses are the responsibility of the message drafter. This information IS NOT a part of e-AVIATRS.



Be sure and check the Originator PLA and all Addrees. *E-AVIATR*s collects the data necessary for mishap reporting and safety not for completing CGMS messages format.

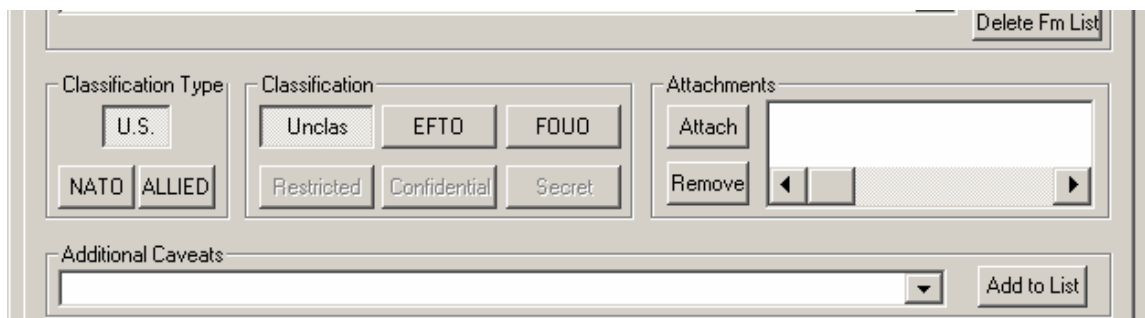


CGMS does build look up tables and will display previously used PLA.

NOTE: Per the USCG TELCOM Manual, each Drafter (of any message) is responsible for entering the correct data in CGMS, this includes references, addresses and PLAs as well as making sure the body of the message is formatted correctly.

Follow normal CGMS procedures for drafting a message. Spell check and verify format and use the unit procedures to release the message.

INSERTING PICTURES AND ATTACHMENTS



In CGMS Message Drafter, click on the General Information tab. In the bottom of the right side, is the option to add or remove attachments. You can add up to 5 attachments. We recommend only one or two, be selective and only include enough to tell the story.

When you select Attach, you may get the error "U drive is inaccessible," this is normal with CGMS. Click OK and select a path to the files when prompted, click on the appropriate photos and click the "OK" button.

Once all of your photos have been added to the message, you can proceed with the normal message drafting procedures.

NOTE: Ensure the photos are releasable and be careful of possible proprietary/derogatory information. (If in doubt call CG-1131).

CGMS MESSAGE REMINDERS.

AIG.

- Only authorized users can send to an AIG, info addressees cannot send to an AIG.
- AIG's are no longer spelled out in the CGMS message.
- AIG 8907 is for Safety of Flight. All Action Addees are authorized users.
- AIG 8999 is for Ship/Helo Operations. All cutters with flight decks and all helo units should be action Addees and authorized users of this AIG.
- AIG 4934 for issues concerning both aviation units and small boat stations. **Air Stations are not authorized users.** Mishaps involving small boats and aircraft should be sent to both AIG's.

PLAs. E-AVIATRIS is designed to insert the mishap data from the database into the body of the CGMS message. The addresses are the responsibility of the message drafter.

Use Of Lower Case In CGMS Messages. To ensure all intended recipients receive the full message text, please continue to use the "caps lock" for aviation safety related traffic

The Telecommunications Manual (M2000.3C), Chapter 9 para C. 3. 1. (3) states: ".....Use of lower characters in record message traffic is authorized. **However**, drafters and originators shall be responsible for retransmission of record message traffic in upper case to systems that are case sensitive. The CG High Frequency Fleet Broadcast System (HFCCG) and the CG Satellite Fleet Broadcast System (LMCCG) both use Radio Teletype Emulator (RTE) software, which sends a blank for each lower case letter. **Do not transmit record message traffic with lower case letters that will be transmitted to underway cutters) until the RTE software has been modified to accept lower case characters....."**

The following is quoted from NTP 3 Supp-1 (L), pg. 2-7, para 205.3 (d):

An AIG *cannot* be addressed in the INFO line of a message. An AIG is composed of action and information addressees and this causes conflict in message validation processes."

Therefore, AIGs shall be addressed as action only. Placing AIGs in the "INFO" line is prohibited and will result in nondeliveries.

ACP 100 (F), pg. 1-5, para. 110 (j) also states that AIGs are not to be used in the INFO line.

RELEASING MISHAP INFORMATION OUTSIDE CG

CG aviation mishap messages may contain privileged information and are classified For Official Use Only (FOUO), and can not be transmitted outside protected Coast Guard systems. (You are never authorized to forward a FOUO message outside the organization (even to your own

home computer). Never forward a CG mishap message to any email address other than a “.mil” address.

All members of team Coast Guard are reminded that mishap messages and other documents should be controlled and protected from unauthorized copy or distribution in order to maintain the integrity of the Aviation Safety Program and the continued promotion of aviation safety.